



Glasgow JSEC Meeting Minutes
11/13/13- Glasgow Job Service

ATTENDENCE: **Stacey Amundson**-City of Glasgow, **Shawn Andersyn**- Job Service Manager; **Sue Dalbey**-JSEC Coordinator; **Kim Brooks**-First Community Bank; **Char Arneson**- Nemont Manor; **Mary Campbell** – FMDH; **Amber Swindler**-Prairie Ridge

ABSENT: **Georgie Kulczyk**-Valley View; Glasgow High School; **Vicki Delger**-Nemont Communications; **Nanci Schoenfelder**-Glasgow Implement; **Jackie Dowell**-Albertsons; **Don Britton**-National Weather Service; **Betty Stone**-Cottonwood Inn;

Call to Order: The meeting was called to order by Vice Chair Stacey.

MINUTES: The minutes were reviewed; no changes made.

TREASURER'S REPORT: Kim provided a detailed treasurer's report showing a balance of \$4,235.54.

OLD BUSINESS:

- **Scholarships – Committee: Stacey, Mary, Georgie.** Sue has drafted a letter soliciting funds from employers. Several JSEC members provided comments.
- **Fall Seminar for Employers, November 14** - Committee: Sue, Char, Mary. Web-Based Marketing is the topic, presented by Vicky Soderberg, Cygnet Strategies, Helena, 227-1213. Cost is \$1,500 including travel, hotel, and speaker fees.
 - **Budget** Sue reviewed the budget including :
 - **Costs:** \$1,500 speaker/transportation costs, room rental and beverages, and advertising for a total of approximately \$1,640.
 - Estimated Revenue: ticket fees of \$45/attendee with an estimated 30 attendees based on previous attendance, totaling \$1,350. Amber solicited FMDH to sponsor the event with a \$200 donation; they passed.
 - Eight have registered to date. Members were asked to contact five people/businesses to encourage attendance.
 - **Press**
 - As agreed, advertising was spent only locally; KLTZ/KLAN charges \$45 for non-profits, which includes Valley Happenings, Hi-Line Hi-Lites, website, use by on-the-air personalities Monday through Friday.
 - Sue sent press releases multiple times to the Courier (printed twice). Also sent press release to BS Buzz, GEG, Wolf Point Herald, Wolf Point Journal, Phillips County News, Sheridan County News, Daniels County Leader.

- Requested email distribution through the Chamber of Commerce and this was done as per Lisa Olk.
- Also requested email distribution through Small Business Administration (likely not done as Lorene Hintz was out of the office until today)
- Job Service radio show “Job Hunt” aired the event almost daily for two weeks.
- This is more specialized than seminars in the past, for example, a company may have only one person in marketing, vs. other topics may apply to many in the company.

NEW BUSINESS:

- New posters will be available after minimum wage increases January 1 to \$7.90.
- New contract with HiSet for JSEC to sign as a service provider for high school equivalency degrees (GED). Members reviewed as desired. Sue will contact Georgie to sign.

DISCUSSION:

- Group discussed reporting I-9 requirements and fees for incorrect filings. Recommendations included keeping I-9 documents separate from employee files.

Meeting adjourned.

NEXT MEETING:

December 10, 2013 at 8 am

Job Service Conference Room

☺ coffee provided ☺